

STATE OF NORTH DAKOTA
Department of Human Services / Northeast Human Service Center
151 South 4th Street
Grand Forks, ND 58201
(701) 795-3131 Fax (701) 795-3050

SOLICITATION AMENDMENT

DATE: March 10, 2006

SOLICITATION NUMBER AND TITLE: 325-06-34-008 Region IV Experienced Parent Program AMENDMENT NUMBER: 1 Revised Timetable
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The above referenced solicitation is hereby amended as follows:

1. Section 1.03 is hereby amended as follows:

RFP Issued: *February 13th, 2006*

- Deadline for receipt of questions and objections related to the RFP: *February 27th, 2006*
- Pre-proposal conference will be held: *February 28th at 2:00 pm CST*
- Response to question and objections related to the RFP: ~~March 1st, 2006~~ *March 9th, 2006*
- RFP Due Date: ~~March 13th, 2006~~ *March 20th, 2006*
- Proposal Evaluation Committee evaluation completed by approximately: ~~March 17th, 2006~~
March 24th, 2006
- State issues Notice of Intent to Award a Contract approximately: ~~March 21st, 2006~~ *March 28th, 2006*
- State issues contract approximately: ~~March 29th, 2006~~ *April 5th, 2006*
- Contract start: ~~April 10th, 2006~~ *April 17th, 2006*

2. Section 1.04 is hereby amended as follows:

1.04

Return Mailing Address and Deadline for Receipt of Proposals

Offerors must submit three copies of its proposal in a sealed envelope or package.

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the State before the deadline for receipt. Envelopes or packages must be addressed as follows:

DEPARTMENT OF HUMAN SERVICES
Northeast Human Service Center
Request for Proposal (RFP): Region IV Experienced Parent Program
RFP Number: 325-06-34-008
151 S 4th St, Grand Forks, ND 58201

Proposals must be received by the purchasing agency at the location specified no later than 2:00 P.M., Central Time on ~~March 13th, 2006~~ March 20th, 2006. Proposals will not be publicly read at the opening.

Proposals may not be delivered orally, by facsimile transmission, by other telecommunication or electronic means. Offerors may fax or electronically transmit signed proposals to a third party who must deliver the proposal to the location indicated above by the date and time designated as the deadline for receipt of proposals.

Offerors assume the risk of the method of dispatch chosen. The State of North Dakota ("State") assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the State. An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

3. Section 2.02 is hereby amended as follows:

2.02

Budget

The estimated budget for completion of this project is ~~\$ 38,200~~ \$ 37,600 assuming a starting date of ~~April 10th, 2006~~ April 17th, 2006, approximately \$ 2,600 per month for 40 hours per week. Hourly rate should not exceed \$ 15.00 per hour. Proposals proposing 20 hours per week up to 40 hours per week will be considered. Proposals priced at more than ~~\$ 38,200~~ \$ 37,600 will be considered non-responsive.

4. Section 4.01 is hereby amended as follows:

4.01

Contract Term and Renewal Options

The State intends to enter into a contract with an effective date beginning ~~April 10th, 2006~~ April 17th, 2006 and ending June 30, 2007. This contract may be renewed upon satisfactory completion of the initial contract term. The state reserves the right to execute up to one renewal of this contract under the same terms and conditions for a period of 24 months. This contract will not automatically renew. The State will provide written notice to the contractor of its intent to renew this contract at least thirty (30) before the scheduled contract expiration date.

Section 1.06 of the solicitation established a deadline for receipt of questions. The responses to these questions are provided as addenda to the solicitation. When necessary, the solicitation has been amended.

1. Question: What are/have the other Regions been doing with regards to the Experienced Parent Program?

Response:

- a. South Central HSC (Jamestown) – Has RFP'd the service, but have not yet found a vendor.
- b. Southeast HSC (Fargo) entered into a contract with a vendor last summer.
- c. West Central HSC (Bismarck) has an ongoing contract with Bismarck Public Schools to provide the service.
- d. Lake Region HSC (Devils Lake) contracts with an individual.
- e. Badlands HSC (Dickinson) contracts with an individual (parent who has gone through the process).

No amendment necessary.

2. Question: Will the vendor be “attached” to the Infant Development Program as it moves out from the Department of Human Services to a different provider?

Response: The Experienced Parent will work closely with the DD Case Managers and Infant Development therapists. The contract for this service will be maintained by the Northeast Human Service Center.

No amendment necessary.

3. Question: Who will be the Program Contacts at the Northeast Human Service Center?

Response:

Carol Brakel, Developmental Disabilities Program Administrator

Ramona Gunderson, Infant Development Program Coordinator

No amendment necessary.

4. Question: Where are most of the clients who will be services under this RFP?

Response:

Although the Northeast Human Service Center’s Infant Development and Developmental Disabilities programs serve infants and their families in all four counties of Region IV, Grand Forks, Nelson, Pembina, and Walsh, the large majority of the clients served will be in Grand Forks County and City.

No amendment necessary.

5. Question: Will there be times that the Experienced Parent may accompany Developmental Disabilities Case Managers or Infant Development therapists on their home visits?

Response: Yes, this is anticipated, at least for the first home visits.

No amendment necessary.

6. Are individuals eligible to submit a proposal for this RFP?

Response:

Yes, individuals are eligible and encouraged to submit a proposal for this RFP. The Scope of Services indicates: The “Experienced Parent” will be a parent of a child who is, or has been, enrolled in the Early Intervention program.

No amendment necessary.

Any questions regarding this amendment must be submitted in writing to the undersigned Procurement Officer.

Northeast Human Service Center
Lynn A Bingham, Procurement Officer
151 South 4th St. #401
Grand Forks, ND 58201
PHONE: (701) 795-3131
FAX: (701) 795-3051
E-MAIL: 84binl@state.nd.us